

Procedure: <i>Project Quality Assurance</i>	
Issue Date: May 5, 2000	Procedure ID: <i>P-QA-020</i>
Supersedes: March 8, 2000	Rev/Change 2.0

- 1. Purpose:** To describe the Quality Assurance activities for each project.
- 2. Responsibility:** Quality Assurance Specialist
- 3. Applicability:** This procedure is applicable to all government and contractor personnel assigned to ATISD.
- 4. Support:** Quality Assurance Manager, Project Manager
- 5. Invoked By:**
Develop Products P-PE-050
- 6. Inputs:** N/A
- 7. Outputs:**
Quarterly Report S-QA-140
Quality Assurance Plan S-QA-030
QA Task Estimating Sheet S-QA-170
- 8. Procedures Invoked:**
QA Audits P-QA-070
Client Assessments P-QA-080
Corrective Action P-QA-090
- 9. External Procedures Referenced:** N/A
- 10. Procedure Steps:**

The QA Specialist develops a Project Quality Assurance Plan in conjunction with the Project Management Plan. The QA Specialist performs all QA activities in accordance with the ASEPH and the Project QA Plan. The activities include:

- a) Attending the Project Kickoff meeting and all project staff meetings. During the project staff meetings, the QA Specialist discusses all applicable quality related issues and updates the staff on current QA activities such as audits, corrective actions, etc.
- b) Developing a method for maintaining all project QA files. A Project QA Notebook will be maintained which contains all global type data related to performing QA activities. Product specific data, such as inspection and test records may be kept in another location, such as receiving inspection files and test data files.
- c) Reviewing all project documentation and deliverable documents for compliance to applicable standards. Reviews all changes to these documents prior to implementation.

- d) Participating in project peer reviews and formal reviews (PDR, CDR) on an audit basis. The scope of this activity is defined in the QA Plan.
- e) Performing in process software inspections as defined in the QA Plan.
- f) Conducting project audits to determine compliance to the standard process and the project plans. These audits are scheduled and conducted in accordance with P-QA-070. Audit data is maintained in the QA Notebook.
- g) Conducting audits on selected software work products in accordance with P-QA-070. Products audited may include the Requirements Traceability Matrix, Software Development Folders, Progress Reports, etc. and are unscheduled audits. Audit data is maintained in the QA Notebook.
- h) Conducting audits on Training and Process Improvement activities (P-QA-070). Audit data is maintained in the QA Notebook.
- i) Monitoring and supports test activities as defined in the Test Plan and on the RLN. This support includes review of test procedures, witnessing of formal tests, witnessing regression testing, generating/reviewing Modification Requests for test discrepancies.
- j) Providing input to the PM regarding project QA Status as required (P-PM-150).
- k) Providing quarterly status reports to The ATISD Director (QA Manager) on project QA status. (S-QA-140). Status reports are maintained in the QA Notebook.
- l) Monitoring the Government's satisfaction through the Client Assessment process. The type and frequency of these assessments are determined in coordination with the QA Manager at the project start and are documented in the QA Plan. Client Assessment data is maintained in the QA Notebook.
- m) Evaluating quality problems and requests corrective action for significant. Corrective action data is maintained in the QA Notebook.

11. Notes:

This procedure lists the activities to be performed by the Quality Assurance function for the project and references detail procedures on performing the function when required.